

HQ AFCESA Contracts Guide



HQ AFCESA/CES
139 Barnes Drive, Suite 1
Tyndall AFB, Florida 32403-5319

TABLE OF CONTENTS

Preface.....	2
Chapter 1. Getting Started	4
Chapter 2. Key Roles and Responsibilities	6
Chapter 3. Preparing SOWs, Government Cost Estimates, and Funding Documents	10
Chapter 4. Contract Management	18
Appendix A. References and Acronyms.....	20
Appendix B. Task Order Process Flow Chart.....	22
Appendix C. Sample SOW Format.....	23
Appendix D. Sample Government Cost Estimate.....	26
Appendix E. Sample Technical Evaluation	31
Appendix F. Sample Responsibilities Checklist.....	32
Appendix G. Sample Support Survey and Contractor Evaluation	33

PREFACE

AFCESA's Mission



AFCESA's Core Values

To achieve its mission, AFCESA recognizes the necessity for dedication to a set of core values:

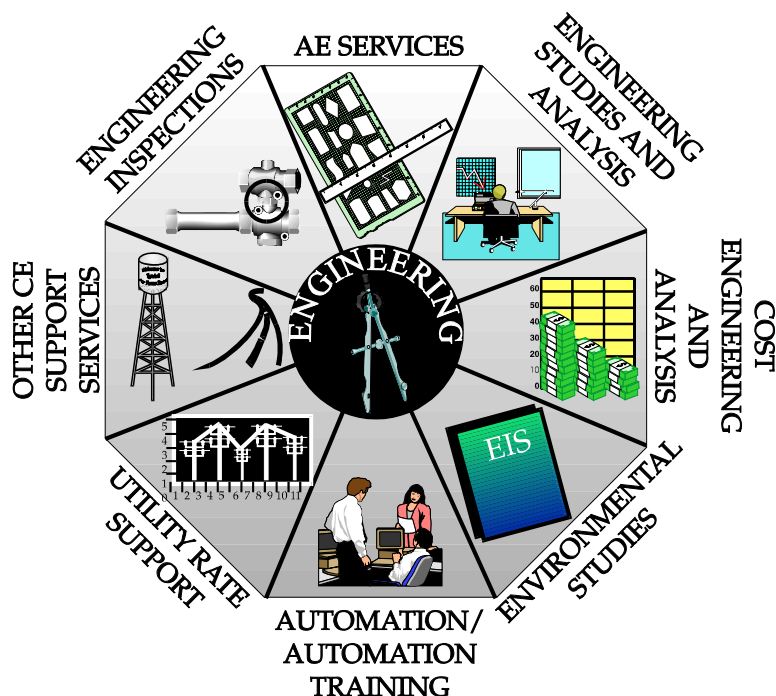
- Unquestionable **Integrity based upon professional ethics**,
- **Respect** for our customers and our people,
- **Courage** to innovate and take risks,
- **Dedication** to excellence, with
- Relentless **Commitment** to mission readiness and quality customer service.

Purpose of this Guide

To fulfill its mission, AFCESA maintains the finest contractor support available. Through this support, AFCESA extends its extraordinary customer service reputation to the entire Air Force.

To maximize customer support capability, AFCESA/CES has prepared this guide. The guide provides step-by-step instructions to assist the Air Force civil engineer (CE) community to obtain expert technical services through government contracts managed by AFCESA/CES. The Technical Support Directorate is dedicated to providing the best customer service available to its broad range of civil engineer customers. You can be assured that AFCESA will look for the best contract and contract price to satisfy your needs and insist on quality performance from its contractors.

Following the simple instructions in this guide will allow you to effectively interface with AFCESA personnel and efficiently acquire the necessary contract support. For continuing quality improvement, we also invite your questions and comments for making this a better document.



CHAPTER 1

GETTING STARTED

Introduction

AFCESA can provide technical contractor support to assist you in the following areas:

- A/E design services (Title I and Title II)
- Engineering studies and analysis
- Cost engineering and analysis
- Utilities privatization, revitalization, and investment plans
- Utility rate support
- Boiler inspections
- Airfield lighting and obstruction design
- Electrical distribution studies
- CE master plans
- Program requirements/concept evaluations
- Other CE support services

Identifying Basic Requirements

The first step in securing contractor support is to identify the basic requirements of your proposed project. This is easily accomplished by answering the following questions:

What?

As simply as possible, describe the purpose, technical issue, and products and services needed. Include as much background information on the requirement as possible so a contractor will have a clear understanding of what is needed and what is being provided by the government.

When?

Indicate when the services are needed and the urgency of the requirement.

Where?

Specify the geographic location(s) where the services are required.

Why?

Specify the reason(s) that the services are needed and who will benefit. Will the benefit be an immediate or future benefit to the Air Force or a specific major command or base? Include the reason or justification for desiring to use a particular contractor, if applicable.

How?

Describe the services needed, and stipulate how they are to be packaged, delivered, and implemented.

Funding?

In addition to these questions, you will also need to identify the source and type of the funding to pay for your project.

Contact AFCESA

After identifying the basic requirements for your proposed project, you are ready to contact AFCESA. We will discuss the basic requirements information that you have compiled, and make a determination concerning the availability of a suitable contract to support your proposed project. The AFCESA/CES Contracts Program Manager can be reached at DSN 523-6266.

CHAPTER 2

KEY ROLES AND RESPONSIBILITIES

Introduction

Awarding a government contract to purchase engineering services is an exacting process. Five people have critical responsibilities in this process. The responsibilities of these key individuals are detailed in this chapter.

Key Players

Project Officer/Manager (PO)

The PO (customer) is the person requesting the services through a government contract and primarily responsible for managing the day-to-day tasks of the contract. Responsibilities of the PO include:

- Identifying the tasks.
- Ensuring availability of necessary funds.
- Developing a task order package consisting of a statement of work (SOW), government cost estimate, and a funding document.
- Clarifying the requirements of the project to the contracts manager (CM) during negotiations with the contractor, if necessary. Note that discussions with contractors are prohibited without prior approval of the contracting officer (CO)
- Providing technical management for tasks identified in the SOW.
- Monitoring work in progress, with responsibility for documenting positive and negative observances to the CM.
- Providing the government-furnished materials (GFM) specified in the SOW.
- Providing feedback to the CM on the contractor's performance.
- Notifying the CM when the contractor has successfully completed the task order.
- Maintaining a written record of all activity and communication with the contractor. This is particularly useful should problems arise.
- Avoiding situations that may lead to a conflict of interest, or giving a contractor an unfair advantage. In short, the PO shall **not**:
 - take action which can be interpreted as waiving any contractual requirement;

- negotiate any proposed changes with the contractor or request proposals from a contractor for the purpose of negotiating a change order;
- make any commitments to a contractor which would bind the government to any action or non-action;
- provide any major revision to the contractor which would alter the final work plan that has been agreed on by the contractor and the government;
- cause the contractor not to meet established milestones (if problems or delays occur, the PO should contact the AFCESA CM);
- authorize or direct the contractor to perform work outside the work hours and days specified by the contract.

Contracts Manager (CM)

The CM is the representative responsible for the oversight of AFCESA contracts, and the single point of contact (POC) for all requests for contract support. The CM works with the PO and the contractor to ensure both understand what the Air Force requires and what the contractor has agreed to do. Responsibilities of the CM include:

- Receiving and translating the project requirements into procurable task orders.
- Determining if requirements are within the scope of the basic contract.
- Establishing contract priority/urgency.
- Interfacing between the CO, the PO, and the contractor.
- Determining the appropriate AFCESA contract to use.
- Working closely with the funds manager (FM) to ensure resources are committed and obligated in an accurate and timely manner.
- Creating purchase requests for each task order or modification.
- Participating in the negotiation with the CO and the contractor.
- Helping the PO prepare an independent government cost estimate.
- Approving contractor invoices.
- Monitoring and evaluating technical performance, with responsibility to report deviations to the CO.
- Monitoring contractor progress against established task order milestones.
- Maintaining the contracts database for all task orders and modifications.
- Advising the CO of any task order delays.
- Distributing Standard Form (SF) 1421, *Performance Evaluation (Architect-Engineer)*, and other contractor performance evaluations, when required.

Contracting Officer (CO)

The CO is the Air Force representative with the authority to obligate government money to purchase the services needed to execute a project. Specific administration of the task order may be delegated to a contracting specialist. Responsibilities of the CO include:

- Providing primary contracting support to AFCESA to include most contract administration duties identified in Federal Acquisition Regulation (FAR) 42.2, *Contract Administration Services*.
- Making the final determination on whether a requirement is within the scope of a contract.
- Receiving and reviewing requirements packages with regard to thoroughness and compliance with statutes and regulations.
- Negotiating and awarding all task orders and contract modifications.
- Administration of all task orders.
- Receiving, reviewing, and approving all small business subcontracting plan updates submitted at the task order level or under the basic subcontracting plan.
- Resolving problems, with CM support, between the Air Force PO and the contractor.
- Ensuring contractor compliance with contract terms and conditions.
- Coordinating with AFCESA to resolve technical, schedule, and budget issues.

AFCESA Technical Project Officer (TPO)

The AFCESA technical project officer (TPO) assists in the development and monitoring of specific task orders within their specific area of technical expertise. Responsibilities of the TPO include:

- Reviewing PO requests for technical validity, complexity, urgency, completeness, and alternative solutions.
- Determining the level of AFCESA/CES technical engineer support.
- Assisting in determining project urgency/priority and need for expedited handling.
- Assisting the CM in discussing alternatives with PO and the contractor.
- Keeping CM informed of potential contract actions.
- Reviewing monthly status reports from the contractor.
- Certifying contractor invoices for CM approval.

AFCESA Funds Manager (FM)

The AFCESA funds manager (FM) reviews all funding documents received from the Customer. Responsibilities of the FM include:

- Receiving funding documents (AF Form 616, *Fund Cite Authorization*, or DD Form 448, *Military Interdepartmental Purchase Request*).
- Monitoring the commitment and obligation of funds.
- Sending obligation documents and unused funds back to the customer.

Timetables

AFCESA/CES strives to provide timely response to customer requests. Emergency requests will be processed as quickly as possible to satisfy the requirements.

A basic task order flow process is included in Appendix B, showing many of the pre- and post-award responsibilities for all key players in the task order process.

CHAPTER 3

PREPARING SOWs, GOVERNMENT COST ESTIMATES, AND FUNDING DOCUMENTS

Introduction

The PO is responsible for developing a task order package to access the necessary products and services through an AFCESA contract. This task order package consists of three elements:

- Statement of work (SOW)
- Government cost estimate
- Funding document

This chapter provides detailed instructions for developing each element of the task order package. The checklist in Appendix F may be helpful during this process.

Statement of Work (SOW)

The SOW is a written document specifying the products and services that you require. It is a key element of the task order package, and great care should be exercised in writing the SOW.

The recommended format for the SOW calls for 10 sections:

- 1.0 **Purpose** of the services required.
- 2.0 **Background** of the problem you are attempting to solve.
- 3.0 **Scope** of the services the contractor will supply.
- 4.0 **Tasks** the contractor will be required to perform.
- 5.0 **Deliverable Summary** listing the items the contractor will be required to provide.
- 6.0 **Travel Summary** by task, listing the trips the contractor will have to make to perform the work.
- 7.0 **Government-Furnished Materials** (GFM) to be provided to the contractor to assist in performing the work.
- 8.0 **Period of Performance.** Time needed to complete the work.
- 9.0 **Special Considerations** that will impact the work.
- 10.0 **Key Points of Contact** for the government.

Tips for SOW Preparation

There are no shortcuts to writing an effective SOW. However, it may be helpful to consider the following basic breakdown when creating the SOW:

Sections 1.0–2.0. General information on why the project is required and what work has already been done to support this work effort.

Sections 3.0–6.0. Specific information on what the contractor must do.

Sections 7.0–10.0. Other pertinent information necessary for the successful performance of the task order.

If, as a PO, you need additional help writing the SOW sections, you may refer to the sample SOW included in Appendix C, or contact the AFCESA CM.

Section 1.0 Purpose

Try to summarize the purpose of the SOW in one or two broad sentences. Capture the essence of the services that you need; the opportunity to provide more detail will come in later sections.

Example

1.0 Purpose. *The purpose of this SOW is to assist the Refrigeration Management Program Manager in developing a Refrigerant Management Program for use by the Base Civil Engineer. The objective of the program is to: (1) reduce Chlorofluorocarbons (CFC) emissions through training, information dissemination and improving operating and maintenance procedures; (2) effectively manage equipment and refrigerant resources by developing assessment procedures and inventory system; and (3) develop a comprehensive long-range plan for the replacement of CFC Air Conditioning and Refrigeration (AC/R) equipment with the most cost-effective systems.*

Section 2.0 Background

Section 2.0 provides the contractor with information concerning the need, history, and requirements for the products and services specified in the SOW.

Example

2.0 Background. *The Air Force Civil Engineer directed AFCESA to develop base guidance for managing refrigerant inventories to ensure all AC/R equipment operates until the end of its economic life. This requirement was in the Action Memorandum, 7 January 1993, from the Secretary and Chief of Staff of the Air Force implementing the Air Force ozone-depleting chemicals (ODC) policy. The*

memorandum was a direct result of the worldwide movement to reduce ODCs, including production bans starting in January 1996.

Section 3.0 Scope

Define the broad boundaries within which specific tasks are to be performed.

Example

3.0 Scope. *The contractor shall support HQ AFCESA with development, assessment, and fielding of a multifaceted Refrigerant Management Program. Work will entail program management, course development, training, equipment assessment and evaluation, technology assessment and information dissemination, analysis, and planning. This effort involves the development of: training, assessment, and evaluation criteria for A/C systems; technical data sheets on a variety of AC/R subjects; inventory procedures; AC/R convert/replacement criteria; recommendations and analysis on replacement systems; and comprehensive plans for selected bases.*

Section 4.0 Tasks

Identify specific tasks for the contractor to perform.

Example

4.0 Tasks.

4.1 Task 1 - Project Work Plan. *Upon receipt of the Task Order Award, the contractor shall develop a Project Work Plan. The Plan shall include timeline schedule charts for accomplishing all deliverables identified in the SOW.*

4.2 Task 2 - Kick-Off Meeting. *The contractor shall attend a kick-off meeting at Tyndall AFB within 21 days of the Task Order Award. The contractor shall present a draft work plan, collect any government furnished materials, and prepare minutes for distribution within 7 days after the meeting.*

Section 5.0 Deliverable Summary

Summarize the items called for in the tasks specified in Section 4.0. Specify the format of the deliverable, number of copies, when the items are due, and who will receive the items.

Example

5.0 *Reports, Data, and Other Deliverables.*

Task	DELIVERABLE	# COPIES TO				TYPE	DUE
		PO	TPO	CM	CO		
4.1	Work Plan Briefing Handouts	5	1	1		Hard	AWD + 21 days
4.2	Mtg Minutes	1	1	1		Electronic	Kick-Off Mtg + 7 days

Section 6.0 *Travel Summary*

This section of the SOW should specify when and where the contractor would be expected to travel to accomplish the tasks in Section 4.0. This summary will be helpful when preparing the government estimate.

Example

6.0 Travel. *Travel requirements for this SOW are as follows:*

6.1 Kick-Off Meeting. *Travel to Tyndall AFB to conduct the Kick-off meeting and to collect data.*

Section 7.0 *Government-Furnished Materials*

Identify the GFM to be provided to the contractor. This section tells **who** will provide **what**, and **when**.

Example

7.0 Government-Furnished Materials. *The base will provide the following to the contractor at the kick-off meeting.*

7.1 FEMA 178/June 1992, NEHRP Handbook for the Seismic Evaluation of Existing Buildings, *Federal Emergency Management Agency.*

7.2 Air Force Instruction 32-1095, Structural Evaluation of Existing Buildings for Seismic and Wind Loads, 1994, *Air Force Civil Engineer.*

Section 8.0 *Period of Performance*

This section will specify the total time (including government review time) anticipated for completing the task order.

Example

Period of Performance. All work in the Task Order must be completed within 360 days after the Task Order Award.

Section 9.0 Special Considerations

Special considerations are legally binding contractual requirements specifying terms and relationships between the government and the contractor. The PO will identify any special security requirements for access to classified materials or restricted areas.

Example

9.1 All original materials, visual aids, software, and text developed in performance of the tasks listed herein shall be the property of the USAF and shall not be used, distributed, or published by the contractor or any contractor employee, directly or indirectly, without written permission from HQ AFCESA.

9.2 The contractor will be provided access to the two spill sites at Anywhere AFB from 0800 through 1630, local time, Monday through Friday. This access will be provided for a 2-month period in order to collect samples as a part of the site investigation phase. The contractor agrees to provide all necessary utilities and requirements for the working crew and to leave the site and surrounding areas free of trash, debris, and any other contaminants.

9.3 Contract personnel or persons employed by or in any way responsible to the contractor shall make themselves available for technical issue discussion, evaluation, and solution. The technical issues are perceived to be any operational or structural difficulties encountered in operating or understanding procedures and programs developed as a component of this effort. In addition, the contractor shall support transition of work completed to date to other contractors for support beyond the scope of activities included in this scope of work.

Section 10.0 Key Points of Contact

This section identifies the key POCs for the Air Force. This is an important element of information for the contractor. List the name, address, phone, and E-mail address for the contracting officer or specialist (CO), AFCESA contracts manager (CM), AFCESA technical project officer (TPO), and MAJCOM and base project officers (PO).

Example

10.0 Key Points of Contact. Only the designated Air Force CO can commit the Air Force to accomplish any work under this or any modification thereto. The Air Force POCs for this work effort are as follows:

Key Points of Contact

Tyndall Contracting Specialist	
Ms. Jane Doe 325 CONS/LGCB 501 Illinois Ave Ste 5 Tyndall AFB FL 32403-5526	DSN: 523-xxxx Commercial: (850) 283-xxxx jane.coe@tyndall.af.mil
AFCESA Contracts Manager (CM)	
Mr. John Doe HQ AFCESA/CESC 139 Barnes Drive Ste 1 Tyndall AFB FL 32403-5319	DSN: 523-xxxx Commercial: (850) 283-xxxx john.doe@tyndall.af.mil
AFCESA Technical Project Officer (TPO)	
Mr. Jack Jones HQ AFCESA/CESM 139 Barnes Drive Ste 1 Tyndall AFB FL 32403-5319	DSN: 523-xxxx Commercial: (850) 283-xxxx jack.jones@tyndall.af.mil
MAJCOM Project Manager (PM)	
Mr. Bill Smith HQ ACC/CEVA 100 Main Street Anywhere AFB, 55555-0002	DSN: 677-xxxx Commercial: (454) 677-xxxx bill.smith@base.af.mil
Base Project Officer (PO)	
Mr. Al Wilson 1st AF/CEV 100 Main Street Anywhere AFB, 55555-0002	DSN: 677-xxxx Commercial: (454) 677-xxxx al.wilson@base.af.mil

Government Cost Estimates

After completing the SOW, the PO is ready to prepare the government cost estimate. This four-part document includes the labor costs the contractor is expected to incur in performing the work, the materials and equipment costs (“other direct costs”), the travel costs, and a cost summary sheet.

The government cost estimate will be used by the contracting office to negotiate a fair and equitable price for the services that the PO requires. This is a sensitive document, for use by government personnel only, and must be annotated “FOR OFFICIAL USE ONLY.”

A sample government cost estimate spreadsheet is included in Appendix D.

Estimating Labor Costs

To estimate labor costs for the project, obtain a copy of the current labor rates from the AFCESA CM for the contract that you will use. This rate information lists the labor categories available from the contractor, along with pre-negotiated hourly rates for each labor category. Specific rates apply for each year of the AFCESA contract.

Using this information, the PO must determine which labor categories will be needed to complete each task in the SOW, and how many hours will be required from each labor category.

Once the PO has a good idea of the labor categories required and the number of hours needed for each task in the SOW, the information should be entered into a spreadsheet similar to the one in Appendix D.

Estimating Other Direct Costs

The second part of the government cost estimate is used to determine other direct costs (material and equipment costs) that the contractor will incur in performance of the project. These include the costs of reproductions, mailing, and special binders or displays, as well as the use of CAAD or other special equipment.

Enter the other direct cost (ODC) information into a spreadsheet similar to the one in Appendix D.

Estimating Travel Costs

The third part of the government cost estimate identifies the travel costs the contractor will incur in performance of the project. Travel costs for subsistence cannot exceed those listed in the Military Joint Travel Regulations (JTR) available at <http://www.dtic.mil/perdiem/trvlregs.html>. This publication lists maximum reimbursable rates for lodging costs, meals, and incidental expenses for every military location in the United States and many overseas locations. A government travel agent can assist the PO in estimating contractor airfares and car rental rates.

Enter the travel information in a spreadsheet similar to the one in Appendix D.

Summary Sheet

The summary spreadsheet shown in the example in Appendix D is designed to automatically link the pages to show the total costs on the summary sheet. Specific markup rates for subcontractor labor may apply, and can be obtained from the AFCESA CM.

Funding Document

The final element of the package is the funding document, typically an AF Form 616 for Air Force customers, or a DD Form 448 for other DOD agencies. Address the forms to the AFCESA FM (as identified by the AFCESA CM). The funding document must include the office symbol and address of the Defense Financing and Accounting Service (DFAS) paying office.

Appendix A provides links to these forms.

Submitting the Task Order Package

The task order package is now complete. Remember, the entire package consists of the SOW, the government cost estimate, and the funding document from the PO. The PO should submit the documents by e-mail to the CM. The CM will then prepare and add AF Form 9, *Request for Purchase*, to the package and deliver it to the CO for processing.

Preparing the Technical Evaluation

Upon receipt of a cost proposal from the contractor, the AFCESA CM will transmit the proposal to the PO for review and preparation of the technical evaluation. The evaluation compares the contractor's costs with the government estimate and either recommends acceptance of the proposal as submitted or suggests revisions to the proposal. Depending on the assumptions submitted by the contractor, the government estimate may need to be adjusted.

Appendix E contains a sample of this form.

Post-Award Responsibility of the Project Officer

Once the task order is awarded, the PO will be responsible for evaluating the performance of the contractor and must immediately notify the AFCESA CM of any problems. The next chapter provides useful information for performing these tasks.

CHAPTER 4

CONTRACT MANAGEMENT

Introduction

Once a task order is awarded, the PO will work closely with the TPO, CM, and contractor to ensure compliance with the requirements of the task order. Attention to responsibilities in this post-award stage will be critical to the success of the project.

Post-Award Responsibilities

The PO will have primary responsibility for the following activities in the post-award stage:

- Monitor contract performance.
- Review and acceptance of deliverables.
- Evaluation of technical performance.
- Monitor scheduled completion and milestone dates.
- Review monthly status reports and advise the CM of potential problems.

The Project File

Almost from the moment the PO decides to seek contractor support, it is necessary to begin to generate and acquire information that will be useful throughout the performance of the work. To capture this information, it is highly recommended that the PO maintain a project file.

Recommended Sections for the Project File

The PO can use any format for the project file, but historically a six-sectioned project file has worked very well. Under this format, the six sections and their contents are:

1. **Contracting Data.** Include the SOW, government cost estimate, and the funding document.
2. **Schedule of Events.** The work plan that the SOW required the contractor to design should be placed in this section.
3. **Incoming Correspondence.** Maintain all incoming correspondence, such as monthly status reports and requests for information.

- 4. Outgoing Correspondence.** Include all outgoing correspondence, such as memos to the contractor, the TPO, or the CM.
- 5. Contract Deliverables.** File any documents that the SOW requires the contractor to submit.
- 6. Miscellaneous Section.** Insert additional information that may not be included in the previous sections.

Even on a project of short duration, the project file can accumulate lots of documentation, so the effort of developing and maintaining the project file is well worth the time. As more and more documents are received electronically, the PO may choose to maintain an electronic file in lieu of a paper file folder.

APPENDIX A

REFERENCES AND ACRONYMS

References

Military Joint Travel Regulations (JTR) available at <http://www.dtic.mil/perdiem/trvlregs.html>.

FAR 42.2, *Contract Administration Services*, <http://www.arnet.gov/far/>

AF Form 616, *Fund Cite Authorization*,
<http://www.e-publishing.af.mil/forms/majcom.asp?org=AF>

DD Form 448, *Military Interdepartmental Purchase Request*,
<http://web1.whs.osd.mil/ICDHOME/formsrpt/ddall.HTM>

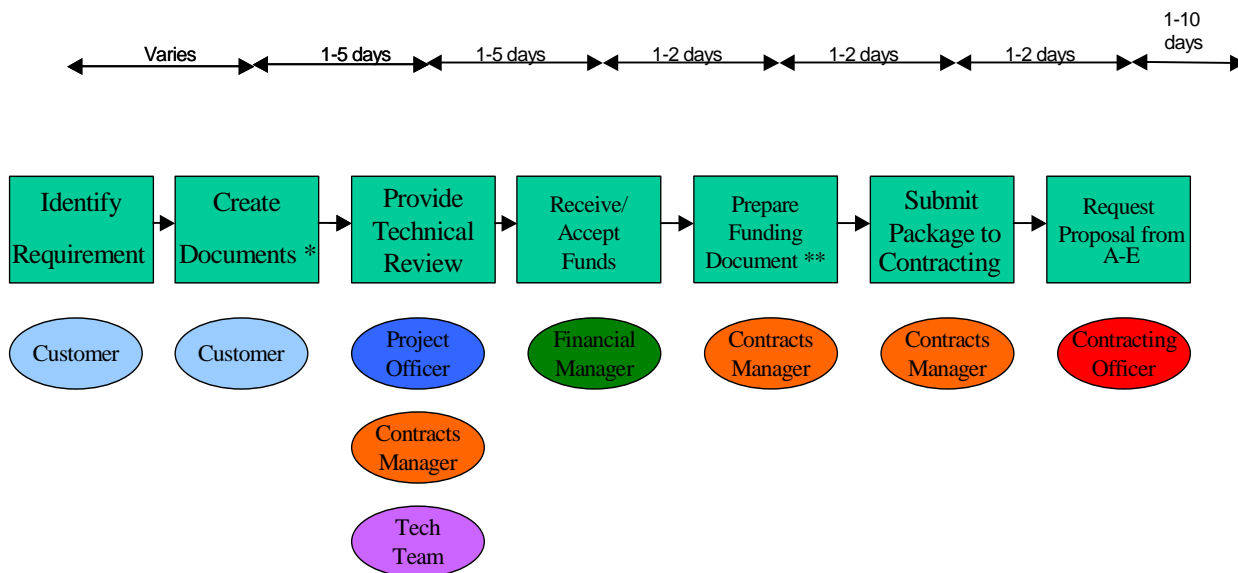
Acronyms

AFB	- Air Force Base
AFCEA	- Air Force Civil Engineer Support Agency
CE	- Civil Engineer
CFC	- Chlorofluorocarbons
CM	- Contracts Manager
CO	- Contracting Officer
CONUS	- Continental United States
DFAS	- Defense Finance and Accounting Service
DOD	- U.S. Department of Defense
FAR	- Federal Acquisition Regulation
FM	- Funds Manager
GFM	- Government-Furnished Materials
HQ	- Headquarters
JTR	- Military Joint Travel Regulations
O&M	- Operations & Maintenance
ODC	- Other Direct Costs
ODC	- Ozone Depleting Chemicals

OPR	- Office of Primary Responsibility
PO	- Project Officer
POC	- Point of Contact
SOW	- Statement of Work
TPO	- Technical Project Officer
USAF	- United States Air Force
WWTP	- Wastewater Treatment Plant

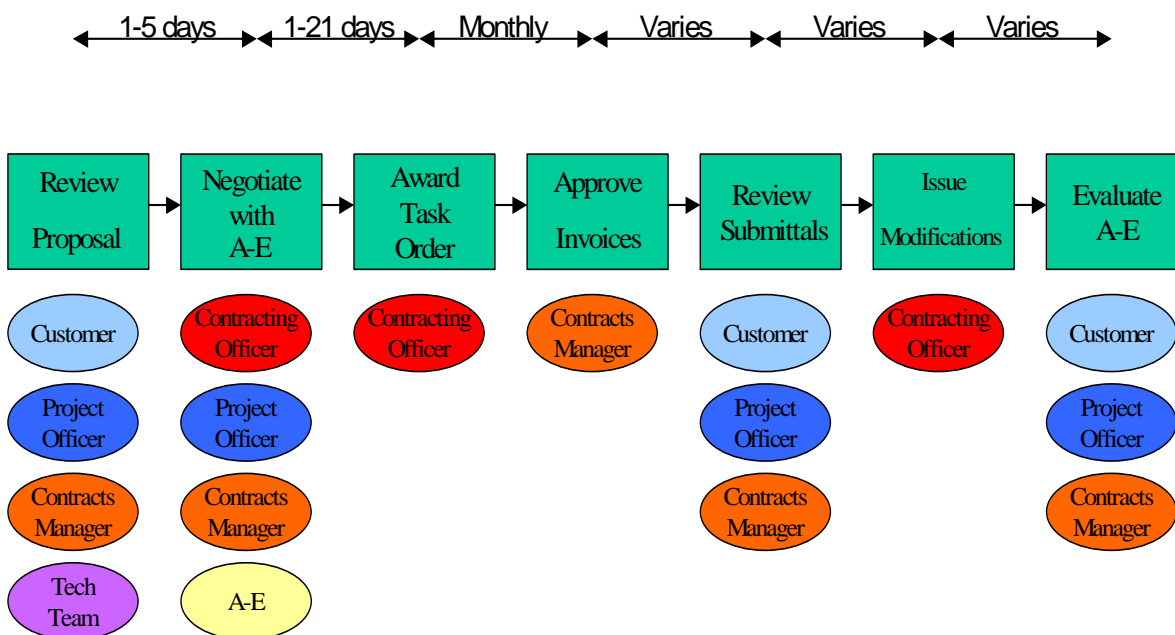
APPENDIX B

TASK ORDER PROCESS FLOW CHART



* Statement of Work, Government Estimate, and Funds

** Purchase Request



APPENDIX C

SAMPLE SOW FORMAT

“SAMPLE FORMAT”

Contract # F08637-xx-D6xxx

Statement of Work

Environmental Engineering Wastewater System

Evaluation and Assistance Program

Anywhere AFB, USA

Date

1.0 Purpose

The purpose of this effort will be to ensure reliable compliance of the Anywhere AFB Air Force-operated wastewater treatment plant (WWTP). This will be accomplished by analyzing the WWTP performance and operation, making recommendations on changing the operations, providing follow-up technical assistance and training to operators, and documenting plant performance improvements generated by the task.

2.0 Background

Anywhere AFB, USA operates a WWTP. Even the best-designed treatment plant can fail to comply with regulatory environmental standards. The key to remaining in compliance is efficient management, staffing, equipping, and operation of the facility. This SOW seeks to ensure reliable compliance of the Anywhere AFB WWTP.

3.0 Scope

The contractor shall perform a three-phase environmental study of the WWTP at Anywhere AFB. The study shall analyze operation and treatment processes, to include a documentation review and site diagnostic evaluation, an assistance follow-up, and a verification evaluation. The three phases are: Phase I, Evaluation and Recommendations; Phase II, Implementation Assistance; Phase III, Verification and Benefits Analysis.

4.0 Tasks

The contractor shall perform the following tasks.

4.1 Task 1. Perform an on-site diagnostic evaluation of the WWTP and determine site-specific assistance that may be needed to correct deficiencies. The visit will require four working days on-site, unless otherwise agreed upon in advance by the Air Force Program Manager. The contractor shall insure at least one person evaluating the site has an operator certification higher than the minimum required by the state.

4.2 Task 2. Provide operation and maintenance assistance for those operational deficiencies and recommendations in Task 1. The draft Operations & Maintenance (O&M) Manual shall be used as a basis for the operator training, and the contractor shall make one copy available for each of the ten participants in the training session.

4.3 Task 3. Monthly Progress Reports. The contractor shall submit monthly reports on the progress of the project. Reports shall include percent completion, problems encountered, if any, work planned for the following month, and a current status of the submission schedule. Reports shall be e-mailed to all POCs.

5.0 Deliverable Summary

<u>Deliverable</u>	<u>Format</u>	<u>Due</u>	<u>AFCESA/CES</u>	<u>MAJCOM</u>	<u>Base/CE</u>
Work Plan	E-mail	30 DAA	1	1	2
Prelim Rpt	E-mail	120 DAA	1	1	2
Final Report	Paper and CD	180 DAA	1	1	2
Status Reports	E-mail	Monthly	1	1	1

DAA = Days After Award

6.0 Travel Summary

The Contractor shall attend coordination and review meetings to produce the deliverable items listed in this statement of work. The Contractor shall produce minutes of all meetings and shall distribute them by e-mail to all POCs.

7.0 Government-Furnished Material

The government shall furnish the following items to the contractor within 15 days of Task Order Award:

- (1) Phase II Evaluation of Air Force Wastewater Treatment Systems, Anywhere AFB, TX.
- (2) EPA-625/6-89-020 EPA Handbook, Retrofitting POTWs.

8.0 Period of Performance

The period of performance for this Task Order is 200 days.

9.0 Special Considerations

9.1 All original materials, visual aids, software, and text developed in performance of the tasks listed shall be the property of the USAF and shall not be used, distributed, or published by the

contractor or any contractor employee, directly or indirectly, without written consent of the Air Force.

9.2 Contract personnel shall make themselves available for technical issue discussion, evaluation, and solution. The technical issues are perceived to be any operational or structural difficulties encountered in operating or understanding procedures and programs developed as a part of this effort.

9.3 Production of documents will conform to the following criteria.

9.3.1 Size: Final trim size of the deliverables shall be 8 1/2 by 11 inches.

9.3.2 Software Format: All electronic documents shall be provided in MS WORD, EXCEL, POWER POINT, PROJECT in PC compatible format.

10.0 Key Points of Contract and Contract Administration. Notwithstanding any of the provisions of the contract, the Contracting Officer (or Contracting Specialist) shall be the only individual authorized to in any way amend or modify the terms of this contract.

10.1 The Government Contracting Specialist is:

Ms. Xxx xxx
325 CONS/LGCB
501 Illinois Avenue, Suite 5
Tyndall AFB, FL 32403-5526
Phone: (850) 283-xxxx
E-mail: xxx.xxx@tyndall.af.mil

10.2 The AFCESA Contracts Manager is:

Mr. Xxxx Xxxx
HQ AFCESA/CESC
139 Barnes Drive, Suite 1
Tyndall AFB, FL 32403-5319
Phone: (850) 283-xxxx
E-mail: xxx.xxxx@tyndall.af.mil

10.3 The AFCESA Technical Project Officer is:

Mr. Xxx xxx
HQ AFCESA/CESC
139 Barnes Drive, Suite 1
Tyndall AFB, FL 32403-5319
Phone: (850) 283-xxxx
E-mail: xxx.xxx@tyndall.af.mil

10.4 The Command Project Manager is:

Mx xxxxxxx
(address)
Phone
DSN
E-mail:

10.5 The Base Project Officer is:

Mx xxxxxxx
(address)
Phone
DSN
E-mail:

APPENDIX D

SAMPLE GOVERNMENT COST ESTIMATE

LABORGovernment Estimate for Project: "insert project title here"

Contract # F08637-xx

HQ AFCEA/CESC

		Task 1		Task 2		Task 3		Task 4		TOTAL
	Hrly	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	
Labor Category	Rate									
Program Mgr	\$166.17		\$ -		\$ -		\$ -		\$ -	\$ -
Project Mgr	\$141.81		\$ -		\$ -		\$ -		\$ -	\$ -
Clerical /WP/Graph I	\$51.60		\$ -		\$ -		\$ -		\$ -	\$ -
Clerical/WP/Graph II	\$53.71		\$ -		\$ -		\$ -		\$ -	\$ -
Architect I	\$71.21		\$ -		\$ -		\$ -		\$ -	\$ -
Architect II	\$105.93		\$ -		\$ -		\$ -		\$ -	\$ -
Architect III	\$146.81		\$ -		\$ -		\$ -		\$ -	\$ -
Civil Engineer I	\$71.21		\$ -		\$ -		\$ -		\$ -	\$ -
Civil Engineer II	\$105.93		\$ -		\$ -		\$ -		\$ -	\$ -
Civil Engineer III	\$146.81		\$ -		\$ -		\$ -		\$ -	\$ -
Structural Engineer I	\$71.21		\$ -		\$ -		\$ -		\$ -	\$ -
Structural Engineer II	\$105.93		\$ -		\$ -		\$ -		\$ -	\$ -
Structural Engineer III	\$146.81		\$ -		\$ -		\$ -		\$ -	\$ -
Mechanical Engineer I	\$71.21		\$ -		\$ -		\$ -		\$ -	\$ -
Mechanical Engineer II	\$105.93		\$ -		\$ -		\$ -		\$ -	\$ -
Mechanical Engineer III	\$146.81		\$ -		\$ -		\$ -		\$ -	\$ -
Electrical/System Engineer I	\$71.21		\$ -		\$ -		\$ -		\$ -	\$ -
Electrical/System Engineer II	\$105.93		\$ -		\$ -		\$ -		\$ -	\$ -
Electrical/System Engineer III	\$146.81		\$ -		\$ -		\$ -		\$ -	\$ -
Environmental Engineer I	\$71.21		\$ -		\$ -		\$ -		\$ -	\$ -
Environmental Engineer II	\$105.93		\$ -		\$ -		\$ -		\$ -	\$ -

CONTRACTS GUIDE

Environmental Engineer III	\$146.81		\$ -		\$ -		\$ -		\$ -
Value Engineer I	\$71.21		\$ -		\$ -		\$ -		\$ -
Value Engineer II	\$105.93		\$ -		\$ -		\$ -		\$ -
Value Engineer III	\$146.81		\$ -		\$ -		\$ -		\$ -
Community/Env Planner I	\$71.21		\$ -		\$ -		\$ -		\$ -
Community/Env Planner II	\$105.93		\$ -		\$ -		\$ -		\$ -
Community/Env Planner III	\$146.81		\$ -		\$ -		\$ -		\$ -
Cost Analysis I	\$71.21		\$ -		\$ -		\$ -		\$ -
Cost Analysis II	\$105.93		\$ -		\$ -		\$ -		\$ -
Cost Analysis III	\$146.81		\$ -		\$ -		\$ -		\$ -
Estimator I	\$71.21		\$ -		\$ -		\$ -		\$ -
Estimator II	\$105.93		\$ -		\$ -		\$ -		\$ -
Estimator III	\$146.81		\$ -		\$ -		\$ -		\$ -
Computer Analyst/Programmer I	\$71.21		\$ -		\$ -		\$ -		\$ -
Computer Analyst/Programmer II	\$105.93		\$ -		\$ -		\$ -		\$ -
Computer Analyst/Programmer III	\$146.81		\$ -		\$ -		\$ -		\$ -
Engineer Tech I	\$51.03		\$ -		\$ -		\$ -		\$ -
Engineer Tech II	\$70.82		\$ -		\$ -		\$ -		\$ -
Engineer Tech III	\$88.83		\$ -		\$ -		\$ -		\$ -
Draft/CADD I	\$51.03		\$ -		\$ -		\$ -		\$ -
Draft/CADD II	\$70.82		\$ -		\$ -		\$ -		\$ -
Draft/CADD III	\$88.83		\$ -		\$ -		\$ -		\$ -
TASK TOTALS		0	\$ -	0	\$ -	0	\$ -	0	\$ -
LABOR TOTAL									\$ -

OTHER DIRECT COSTS (ODC) **Government Estimate for Project:** "insert project title here"

Item	Unit Price	Unit	Task 1		Task 2		Task 3		Task 4		TOTAL
			Qty	Total	Qty	Total	Qty	Total	Qty	Total	
Communications Surcharge *	\$ 1.25	HR	0	\$ -	0	\$ -	0	\$ -	0	\$ -	\$ -
Computer Surcharge(Per labor hour)	\$ 4.40	HR	0	\$ -	0	\$ -	0	\$ -	0	\$ -	\$ -
				\$ -		\$ -		\$ -		\$ -	\$ -
Reprographics											\$ -
Production Copiers	\$ 0.05	CY		\$ -		\$ -		\$ -		\$ -	\$ -
Large Document Copier	\$ 0.45	SF		\$ -		\$ -		\$ -		\$ -	\$ -
Color Copier	\$ 0.35	CY		\$ -		\$ -		\$ -		\$ -	\$ -
Blueline & Blackline	\$ 0.09	SF		\$ -		\$ -		\$ -		\$ -	\$ -
Vac Frame (Roll VAC) Blue/Black	\$ 0.09	SF		\$ -		\$ -		\$ -		\$ -	\$ -
Vac Frame (Roll VAC) Sepia/Mylar	\$ 1.30	SF		\$ -		\$ -		\$ -		\$ -	\$ -
Bindery	\$ 12.75	HR		\$ -		\$ -		\$ -		\$ -	\$ -
Postage	\$ 0.64	EA		\$ -		\$ -		\$ -		\$ -	\$ -
Federal Express	\$ 12.00	EA		\$ -		\$ -		\$ -		\$ -	\$ -
Shipping	\$ 5.00	EA		\$ -		\$ -		\$ -		\$ -	\$ -
Other (itemize)											\$ -
Diskettes	\$ 4.80	Box		\$ -		\$ -		\$ -		\$ -	\$ -
CDs	\$ 5.00	EA		\$ -		\$ -		\$ -		\$ -	\$ -
Binder (2"-3")	\$ 5.00	EA		\$ -		\$ -		\$ -		\$ -	\$ -
TASK TOTALS				\$ -		\$ -		\$ -		\$ -	
TOTAL ODC											\$ -

TRAVEL & SUBSISTENCE **Government Estimate for Project:** "insert project title here"

Task.	Origin/						Firm Auto	Auto Rental		SUBSISTENCE			TOTALS
No.	Destination	Trips	Days	Persons	Airfare	Total	Miles	Total	Rate	Total	Hotel	M&I	TOTAL
1						\$ -		\$ -		\$ -			\$ -
2						\$ -		\$ -		\$ -			\$ -
3						\$ -		\$ -		\$ -			\$ -
4						\$ -		\$ -		\$ -			\$ -
5						\$ -		\$ -		\$ -			\$ -
6						\$ -		\$ -		\$ -			\$ -
7						\$ -		\$ -		\$ -			\$ -
8						\$ -		\$ -		\$ -			\$ -
SUBTOTAL						\$ -		\$ -		\$ -			\$ -

TOTAL **\$ -**

- NOTES:
1. Airfare = # of trips x # of persons x discounted fare
 2. Firm auto = # of trips x 37.5¢ x miles
 3. Auto rental = # of trips x # of days x rate
 4. Subsistence = Maximum JTR rates for: (Lodging + Meals and Incidentals (\$3 for CONUS))
 5. Total Subsist = ((# of trips) x (# of days minus 1) x (# of people) x (lodging rate)) + ((# of trips) x (# of days) x (# of people) x (M&I rate))

**SUMMARY
PAGE****Government Estimate for Project:**"insert project title here"**LABOR**

Task No.		Amount	TOTAL
1		\$ -	
2		\$ -	
3		\$ -	
4		\$ -	
5			
6			
7			
8			\$ -

OTHER DIRECT COSTS

Task No.		Amount	TOTAL
1		\$ -	
2		\$ -	
3		\$ -	
4		\$ -	
5			
6			
7			
8			\$ -

TRAVEL

Task No.		Amount	TOTAL
1		\$ -	
2		\$ -	
3		\$ -	
4		\$ -	
5			
6			
7			
8			\$ -

PROJECT SUBTOTAL**MARKUP ON SUB LABOR (5%)****PROJECT TOTAL:**

APPENDIX E

SAMPLE TECHNICAL EVALUATION

(date)

MEMORANDUM FOR: HQ AFCEA/CESC

Attn: Mr. Gary Lowe

FROM: xxx/xxxx

SUBJECT: Technical Evaluation Letter - Contract # F08637-xx-D-xxxx, (project title) for xxxx AFB, xx

1. **PROPOSAL VS. GOVERNMENT ESTIMATE:** The government cost estimate was based on previously negotiated contractor costs for similar tasks. The contractor's proposal satisfies the requirements of the Statement of Work. Proposal is acceptable.
2. **LABOR CATEGORIES AND NUMBER OF HOURS PROPOSED:** The proposed labor costs are within xx% the government estimate. The labor categories and hours proposed are sufficient to complete the work.
3. **OTHER DIRECT COSTS:** The ODC costs proposed by the contractor are within xx% of the government estimate. Variations in costs for this type of effort are acceptable. Major costs for deliverables have been addressed.
4. **TRAVEL:** The Travel costs proposed by the contractor are within xx% of the government estimate. The primary difference between the contractor proposal and government estimate is the price of airfares, which are quite volatile and hard to predict. (Other comments as appropriate)
5. **CONTRACTOR ASSUMPTIONS:** The contractor's assumptions are acceptable.
6. **COST COMPARISON:**

	<u>PROPOSAL</u>	<u>GOV EST</u>	<u>% (Prop/G.E.)</u>
LABOR	\$ 295,891	\$ 295,292	100%
ODC	\$ 38,591	\$ 32,818	118%
TRAVEL	\$ 28,517	\$ 33,440	85%
TOTAL	\$ 362,999	\$ 361,550	100%

7. **RECOMMENDATION:** Accept the proposal.

XXXXXXXXXXXXXXXXXXXX,
Project Officer, GS-xx

APPENDIX F

SAMPLE RESPONSIBILITIES CHECKLIST

Pre-Award and Post-Award Task Order Responsibilities

Pre-Award:	<u>CO</u>	<u>CM</u>	<u>TPO</u>	<u>PO</u>
Identifies tasks			C	P
Prepares task order package				
- SOW		C	C	P
- Government cost estimate.		C	C	P
- Funding document			C	P
Forwards task order package to contracting office		P		
Reviews/approves task order package	P			
Requests proposal from contractor	P			
Technical review of proposal		C	C	P
Conducts necessary fact-finding	P			
Conducts negotiations	P			
Participates in negotiation	P	C	C	C
Awards task order	P			
Post-Award:				
Monitors contract performance	C	C	C	P
Works with FM to ensure resources are properly obligated		P		
Responsibility for technical aspects				
- Technical oversight			C	P
- Review/accept deliverables		C	C	P
- Evaluates technical performance			C	P
- Reports deviations to CO		P		
Monitors completion/milestone dates		P		C
Verifies progress against milestones		P		C
Notifies CO of contractor status with respect to project milestones		P		
Approves contractor invoices based on PO review of status reports		P	C	C

Tyndall Contracting Officer (CO) _____
 AFCESA Contracts Manager (CM) _____
 AFCESA Technical Project Officer (TPO) _____
 Project Officer (PO) _____

P = Primary Responsibility
 C = Corollary Responsibility

APPENDIX G

SAMPLE SUPPORT SURVEY AND

CONTRACTOR EVALUATION

Survey

The Headquarters Air Force Civil Engineer Support Agency, Directorate of Technical Support (HQ AFCESA/CES) is interested in your opinions and suggestions for improving the quality and timeliness of our services. Using the scale, evaluate each question and indicate your response after each question. We would also appreciate specific comments. E-mail your responses to the AFCESA Contracts Manager.

Rating Scale:

1. VERY DISSATISFIED
2. DISSATISFIED
3. SATISFIED
4. VERY SATISFIED

1. How satisfied are you with the support our office provided you for processing your task order? 1 2 3 4

2. How satisfied are you with the timeliness of our services? 1__ 2__ 3__ 4__

3. How satisfied are you with our attitude and professional courtesy? 1__ 2__ 3__ 4__

4. Would you request our service for future tasks? Yes or No _
 Why?

5. How can we be of further assistance?

Project Officer: _____

Organization: _____

Phone: _____

Task Order Number: _____

Award Date: _____

Contractor Performance Evaluation

Contract Number _____

Task Order _____

Award Date _____

Completion Date _____

Evaluation Date _____

Evaluator's Name _____

Evaluator's Phone # _____

1. Was the Contractor's performance satisfactory? Yes ____

No ____

If No, explain:

2. Were there any delays in performance? Yes ____

No ____

Were they the fault of the Contractor? Explain:

3. Would you use this contractor again? Yes ____

No ____

Why?
